

MSU Career, Internship & Student Employment Services Resume / Cover Letter Writing Packet

Updated 8/28/2017

The following information will assist you in writing effective resumes and cover letters. A prospective employer should be able to quickly and easily view your education, work experience, and other essential elements that help you stand out as a candidate.

After creating a draft resume and possibly a cover letter, it is recommended you have a Career Coach from our office provide feedback on your draft materials. There is no charge for this service for MSU students. To schedule an appointment, please call 406-994-4353 or stop by the Allen Yarnell Center for Student Success, located downstairs in the Student Union Building next to the Wild Flour Pizza.

USING THIS PACKET:

Section 1. **Important Tips:** Before applying for a job and/or visiting with a career coach, tips to put you on the right path to success.

Section 2. **Resume basics:** Explanation of key components of resumes, identifying elements which are required and which are optional.

Section 3. **Cover letter basics:** Highlights of key considerations when writing a cover letter.

Section 4. **References:** Considerations regarding the importance of references, as well as how to secure and list them are explained.

Section 5. **Sample Cover Letters and Resumes:** Several cover letters and resumes with different formatting, each linked to a job vacancy notice are provided (except for the “freshman resume”).

Section 6. **Action Words and Skill Areas:** Final section consists of powerful verbs and other descriptors that enhance resumes and cover letters.

SECTION 1: IMPORTANT TIPS

Below is a checklist of general guidelines and tips to consider as you begin your job search and resume development. The investment in time will increase your chances of securing the position.

1. Vacancy Announcements and Organizational Research

We recommend between 2-3 hours of research time per organization for which you are seeking employment. This research is important if you are customizing your resume for a particular job and certainly important for your cover letter and potential interview.

Part of your research should include selecting “key words” from the vacancy announcement. Key words are also important, as some organizations use electronic scanning of resumes to determine which resumes proceed to the next level, and which ones do not.

If you know someone within the organization, conduct an informational interview, as he/she may be able to share details about the organization that you may not find online or through other sources. By researching the organization you will know if this position is a good fit for you.

If the company is large enough to have an HR department, contact them and ask the following questions:

- *To whom should I address my cover letter?*
- *Would you prefer my references now or when you call for a reference check?*
- *How long can I expect this search to take?*
- *If I send in an electronic copy should I also mail a paper copy?*

Always be sincere, pleasant, and thank the individual assisting you.

Remember, your resume will be compared to other resumes written by individuals who are applying for the same position. Your goal is to create the most competitive application package that demonstrates your knowledge of the organization, position, and why you would be a good fit.

2. Application Instructions

- Follow the directions completely and accurately. Missing a step or not submitting your materials in the manner requested will exclude you from the candidate pool in most instances.
- Many organizations are requiring electronic submissions for their hiring process. Meeting a recruiter in person does not exclude you from this process as organizations have established practices for filling a position and need you to follow the same methodology.
- The federal application process is time consuming and requires you to pay attention to detail. Complete the materials on time and exactly as requested by the hiring authority. If you have questions about the position or need assistance, call the contact person for the position.

3. Preparing for your appointment with a Career Coach

- Email a copy of your draft materials to your assigned Career Coach 48 hours in advance.
- Bring two (2) printed copies of your materials to the appointment.
- Come prepared to take notes.
- If you have a specific job for which you are applying, bring the job announcement with you as resumes and cover letters should reflect the key elements of the job announcement.

Important Note: If you cannot attend your appointment, please call our office at 994-4353 to cancel 48 hours in advance.

SECTION 2: RESUME BASICS

FORMATTING

- Margins are recommended to be one inch on all four sides. The margin may be $\frac{3}{4}$ ", as long as the information does not appear "squished."
- Choose a formatting style that makes reading comfortable and easy.
- Do not use colored paper. Use a quality cotton bond in white or very light off-white.
- Consistently utilize one font that is easily read. We recommend Times New Roman or Arial.
- Check for consistency in punctuation. Use periods at the end of all phrases or leave them off all phrases.

FOOTER

- A footer is a tool used to identify the second page of your resume.
- Font: typically 8 point.
- Location: Below the 1" margin at the bottom of the page.

LENGTH

- Length of your resume is dependent upon your education, experience, and the position for which you are applying.
- Resumes are either one page or a complete two pages.
- If you choose to make a two page resume, the information must be relevant, applicable, and appropriate. Do not add "fluff".

SECTIONS

- Section headings should stand out and be uniform (bolding/capping/justification, etc.).
- Sections can be prioritized by relevance or importance to the position you are seeking.
- For all sections, list information in reverse chronological order, listing most recent first and working back.
- Bullet each phrase you write, utilizing strong, action verbs. Provide concrete examples.
- Use present tense verbs when describing functions in current jobs. Use past tense verbs when you no longer hold the position.
- Highlight your qualifications for this position based on your review of the vacancy announcement.
- Omit any personal data that may be used to screen you out, including age, height, weight, marital status, nationality/ethnicity, photograph, visa status or disability. Generally, it is illegal for employers to utilize these factors when screening a candidate.

FINALIZING

- Spell check! Remember that spell check does not always catch errors.
- Have your resume "critiqued" by family, friends, and/or others in your field. Proofing your own document is very difficult.

RESUME – First Page

MASTHEAD/HEADER- REQUIRED

A masthead/header is located at the top of your cover letter and the first page of your resume. It is the first item an employer will see, therefore, this information should be visible and formatted appropriately. Make certain all contact information is correct. If you are graduating or leaving campus for the summer give contact information where you can be found. Your masthead/header should consist of the following:

- First Name, middle initial, and last name (e.g. John D. Smith). Recommended font size of 18 – 24 pt. bold typeface, either centered in the middle of the page or left justified.
- Address – Utilize an address where you can be reached. If you will be inaccessible (i.e. traveling abroad) be sure someone will be checking your mail and is able to communicate with you.
- Include a phone number where you can be reached or a message can be left. Make sure your voicemail greeting is appropriate. List a phone number that you will use and check regularly.
- Include your email address, making sure it is professional.
Example: john.d.smith@gmail.com is appropriate. skibum@gmail.com is not.
- Times New Roman or Arial font is recommended.

Example:

John D. Smith
125 Strand Road
Bozeman, MT 59717
406-555-2323
john.d.smith@gmail.com

OBJECTIVE/PROFILE STATEMENT

- An Objective or Profile Statement is not required but can be useful.
- It should be well written as this will be the first subjective item the employer will view. If it is not meaningful, well written or interesting, the employer may not continue to read your resume.
- Is the statement authentic, does it really reflect what you believe and/or can deliver?
- While the statement can and should be somewhat modified based on the vacancy announcement, if it is too specific to one employer it will be apparent and counter-productive.
- An objective states the type of job you are seeking and should be broad in terms of professional goals. It states what you know you want in a job.

Objective Example: *My professional goal is to become an outstanding elementary teacher, providing quality instruction and high-level learning and inspiration to my students.*

Pursuing a full time position as a registered nurse in a respected and progressive healthcare facility, serving rural Montana, upon graduation from Montana State University, Bozeman, May 2017.

Eager to secure a summer internship related to my major in film at Montana State University where I can expand my creative talents, learn from experts, and contribute positively to the production process of my employer.

- A profile statement explains what you can offer an employer. It is a brief summary of the applicant's skills, experiences, and goals.

Profile Statement Example: Experienced Biology teacher in large suburban high school. Successfully developed curriculum units on genetics and ecology for grades 9-10. Strong interpersonal skills with certification in peer mediation and conflict management.

Recent Industrial Engineer graduate ready to apply academic preparation, training, and experience, along with Montana work ethic, to assist an organization with the challenges and opportunities associated with system analysis and efficiencies.

EDUCATION

Generally, this section is more important, and therefore higher up on your resume, when you are a student, recent graduate, or seeking an internship. When your work experience is a better qualifier, place the "work experience section" higher than the "education section."

List schools at which you attained, or plan to attain, a degree or certificate, unless you spent a significant amount of time at another institution. One exception are institutions attended while studying abroad or in a national exchange program, even though you did not obtain a degree from the institution. Those experience, or just world travel should be listed in a resume as it indicates a broadened learning experience.

Do not list your high school education, as it not considered relevant (with the exception of college freshman looking for part-time work, with a high GPA from high school and /or other high school achievements).

Education information should be formatted as follows:

Bachelor of Science in Psychology, Applied Science Option

Montana State University, Bozeman, MT

Expected Graduation Date: May 20XX

Cumulative GPA: 3.57

Major GPA: 3.71

- Generally, your GPA should be included on the resume provided it is a 3.0 or higher, as it may be an indicator of success in your chosen field to an employer.
- List your cumulative and/or your major GPA, whichever is higher. Your correct cumulative GPA is indicated on your transcript. Copy it exactly, no "rounding up".
- Generally, GPA becomes less relevant after your first professional position.

RELEVANT COURSEWORK

- It is appropriate to include “specialized or relevant courses” in this section. Include courses that make you better qualified for this position than other applicants.
- Make sure your selected courses reflect requirements on the vacancy announcement.
- If appropriate, include courses that are needed for the position, but may not be in your major. Example: If the job entails making presentations and you completed Public Speaking 101, you may want to list that course, even if not a requirement of your major.

SPECIFIC SKILLS

- List any technical, management, and/or human relations skills you have acquired. The more concrete the skills, the better. The world of work is seeking employees with specific skills.
- Approach all coursework with the goal of acquiring specific skills, especially technical skills, including some exposure to programming skills, online content production, web design, statistical coding, etc. The more hard skills acquired, the more employable you become.

RELATED WORK EXPERIENCE

- If you have experience related to your degree, it should be highlighted under this heading.
- Whether the position is part-time employment, an internship, or entry level career opening, students should closely study the vacancy announcement to determine potential “relevant work experience.”
- Use bullets to set apart each qualification you list.
- Each bullet should begin with a strong action verb or a qualifier followed by an action verb.
Example: *Organized and implemented resident programs under the direction of the Vice President of Student Services.*
- Demonstrate your qualifications for the position.
- Demonstrate your success or abilities by using concrete or measureable examples.

Examples:

- a) Increased resident participation by over fifty percent by instituting community wide newsletter
- b) Conducted in-vitro simulations for supervising researcher on high level laboratory projects
- c) Maintained integrity and safety of work sites by instituting safety inspection procedures
- d) Built and fostered relationships with existing customers to create new opportunities for revenue growth.
- e) Maintained consistent professionalism, tact, diplomacy, and sensitivity to portray the company in a positive manner.

ADDITIONAL WORK EXPERIENCE

- All work experience matters as it demonstrates work ethic and “grit”.
- Highlight transferable skills and behaviors such as: computer skills, language skills, adaptability, responsibility, customer service, leadership, reliability, etc.
- Note: Students with little or no work experience will need to create a category entitled “Related Experience” or just “Experience” as opposed to “Work Experience”. Again, list

activities that demonstrate transferable skills to the workplace coming out of volunteer work, club activities, and academic achievement, and /or non-paid work for family such as farm and ranch activities.

RESUME – Second Page

Note: A second page is not required. A second page does however, allow you to provide additional information that may influence or catch the attention of a prospective employer.

Do not include a second page unless you have sufficient information to complete the entire page, as half empty pages are counter-productive.

HONORS/AWARDS

- This section should include something you were nominated for or was bestowed upon you.
- High school honors should not be listed, except for college scholarships. (Exception being the “freshman resume”.)
- One exception for being current ----- an Eagle Scout award for Boy Scouts/Gold Award for Girl Scouts, Valedictorian, Merit Scholar, etc.
- List by dates or by relevance. Example: Dean’s List, Greek Woman of the Year, MSU Chamber of Commerce Award of Excellence, Goldwater Scholarship.
- Ensure the information is accurate, current, and relevant.

PROFESSIONAL AFFILIATIONS

- Once a student has decided on a degree program leading to a career he/she should explore on campus and off campus related organizations and clubs.
- Participation demonstrates professional curiosity, connective outreach, and professional growth.
- Student membership fees in national organizations are typically offered at a significant discount.
- To the extent possible pursue leadership/officer positions in related clubs and/or make formal presentations as such activity helps a resume stand out from the crowd.

VOLUNTEER/COMMUNITY SERVICE

- Volunteer service reflects positively and speaks to character and commitment to others.
- MSU as well as the Bozeman community provides hundreds of opportunities for volunteer service.
- To the extent possible students should shift their volunteer work toward endeavors that align with their major/career direction.

PERSONAL INTERESTS

Depending upon employer, length of resume, type of job, etc. you may want to include a list of personal interests. They can connect you to a prospective who has similar interests. Likewise, they can alienate you from an employer. Be aware of hot button topics to avoid: religion, politics, etc. If you choose to include interests:

- Interests should be listed in a simple, bulleted format.
- Interests should reflect a mixture of physical activities as well as intellectual or academic interests. (hiking, basketball, art appreciation, international travel, musical ability, yoga, reading, fishing.)
- The values of including personal interests are: they demonstrate multiple interests, they reflect good health, and you may list an interest that the employer also shares, creating an instant connection.

POSSIBLE ALTERNATIVE OR ADDITIONAL HEADINGS

- Research (related to major or potential employment)
- Presentations (such as at conferences or workshops)
- Publications
- Juried Shows or Exhibits (art & film majors)
- Concerts/Recitals Performed (music majors)
- Military Service (can be listed separately or under “work experience”)

SECTION 3: COVER LETTER BASICS

A cover letter can be an important accompaniment to any application. It must be well crafted and specific to each organization to which you apply. The cover letter should align skills and interests more specifically with the job for which you are applying. They are *not* written to restate the resume, but to entice the hiring authority to review your resume with interest. Cover letters should:

- Set you apart from the competition
- Describe why you would be a good fit and what contributions you will make
- Tell your unique story

There are two types of cover letters utilized in the world of work.

Letters of application are written to accompany a resume for a known position. You are writing to the hiring authority regarding the position posted, briefly explaining why you are a good fit for the organization. You should integrate the vacancy announcement, as well as your own research about the organization. Doing so will reflect your understanding of the position and organization. **DO NOT** simply pull words from the vacancy announcement and put them in your cover letter, but rather integrate them thoughtfully and strategically.

Letters of inquiry accompany a resume sent to an organization for which there is no known opening. This type of letter can also be used when someone refers you to an organization, recommending you apply for a position that may not be advertised.

Before writing your cover letter gather information about the organization. Consider asking the Human Resources staff some questions:

- How do you correctly spell the name of the hiring authority?
- If the name is gender neutral (i.e. Chris) confirm whether the individual is a man or a woman.
- How does the individual prefer to be addressed (i.e. Dr., Ms. Mr. etc.)?

- What is his/her official title?
- To whom should the letter be addressed (i.e. the hiring authority (a person), search committee, etc.)?

All cover letters, regardless of type, should be formatted according to the following guidelines:

Masthead/Header

The Address

Address your letter to the individual who has the power to hire you, using correct name, title and business address. Depending upon the organization, you may address the letter to the “search committee” or a specific person (i.e. the Director of Human Resources). Always call and ask which is appropriate.

Opening

The goal of the opening is to connect with the reader, and to persuade him/her to continue reading. Begin by indicating why you are writing.

- Integrate your research of the organization.
- Tie in topics of commonality between you and the reader found during your research and how you will make a positive contribution.
- State clearly the specific position or type of work you seek.
- Indicate if someone referred you, as networks are important!

Middle Paragraph(s)

Relate your qualifications for the position by tying in key words used in the vacancy announcement. Make the reader aware you have completed research on the job and there is a fit between their requirements and your knowledge, skills, and abilities. Expand on the most relevant skills from your resume, but do not simply repeat your resume. Emphasize skills on which other employers or professors have commended you. Draw from your life one or two brief examples where you have expended energy and demonstrated strength in adding value to an organization, team, or group project.

Closing

Close by expressing appreciation for their consideration, while making clear that you look forward to hearing from them. Do not weed yourself out of the selection process by being too timid or too overbearing. Reiterate your enthusiasm and interest.

SECTION 4: REFERENCES

Try to acquire at least four (4) references when applying for employment, graduate school, grants or scholarships. Ideal references are university instructors/professors and current or former employers. The further along you are in your higher education, the more important are university references. Once you have professional employment experience, university references become less important, as employers value the opinion of other employers. In addition, character references from volunteer or community service organizations or long time acquaintances can be useful if you do not have professional references.

- References should be listed on a separate sheet of paper.
- You must ask your references in advance if they can provide you with a good reference.
- We recommend listing full mailing addresses, especially if applying for federal positions.
- Submit the reference list with your resume and letter of application (assuming your conversation with the HR Office supports this approach).
- Yield to an employer's preference: If the HR Department indicates it is best to wait, do not send references.
- List the strongest reference first as employers will often only contact one or two if the references are especially positive.
- *Professional references* need to speak to *work abilities* while *character references* should focus on *transferable skills*.
- Brief your references that you are searching for employment and the type of positions you are seeking. It is your job to "jog" the memory of your references so they can "sell" you.
- Provide your references with a copy of your current resume. Thank them for agreeing to be a reference.
- It might be beneficial to include a reference if he or she knows the hiring authority and has a positive relationship with them.
- When listing references make certain you include their position in relation to you (professor, employer, character reference), their correct phone number and email address.

SECTION 5: COVER LETTERS / RESUMES / REFERENCES

Sample #1: Engineering Position

Note: We have underlined some key words that may be important for a cover letter, resume and the job interview.

Mechanical Design Engineer: Gray & Postell, Inc.

Job ID:	140621J
Company Name:	Gray & Postell, Inc.
Job Category:	Engineering
Location:	Atlanta, GA
Position Type:	Full-Time, Employee
Salary:	\$50,000 to \$65,000 per year
Experience:	1-2 Years Experience
Desired Education Level:	Bachelor of Science
Date Posted:	August 21, 20XX

Gray & Postell, Inc. is a multi-disciplinary professional engineering firm focused on providing consulting and design services for the building construction industry. As a result of continued growth we are seeking a full-time Mechanical Designer/Engineer to work in our Atlanta, Georgia office. We are seeking highly motivated individuals who enjoy working southeast and national markets.

Qualifications:

- * Bachelor of Science degree in Mechanical Engineering from an accredited university with 0-3 years of experience.
- * Experience with AutoCAD or other 3D modeling software not required, but advantageous.
- * Candidate shall be self-motivated and goal oriented; possess good problem solving abilities and exhibit strong writing, communication, and interpersonal skills.

Position Overview:

- * Evaluate and design heating, ventilating and air-conditioning (HVAC), mechanical and plumbing systems.
- * Size, select and design HVAC system equipment, ductwork and distribution devices.
- * Size, select and layout mechanical process piping.
- * Calculate heating and cooling loads for system evaluations as relates to specific facility, code and client requirements.
- * Evaluate economic feasibility of various systems to meet project parameters.
- * Provide energy modeling for LEED project certification process.
- * Perform field observations of installations to verify work was provided in compliance with documents, client requirements and codes.

(Sample #1)

John D. Smith

125 Strand Road
Bozeman, MT 59717
406.555.2323
john.d.smith@gmail.com

September 18, 20XX

Donald Johnson
Human Resources Director
Gray & Postell Inc.
6600 Peachtree Dunwoody Rd. NE
Sandy Springs, GA 30328

Dear Mr. Johnson,

I am writing to apply for the Mechanical Design position with your Atlanta area office. In December of 20XX, I will be graduating with a Bachelor's Degree in Mechanical Engineering from Montana State University, a school known for its outstanding Mechanical Engineering program.

Some of my skills and strengths include: proficiency at working in teams, possessing a self-starter work ethic, while relishing the challenge of working on any project with a mechanical emphasis. My past internship experience has provided excellent exposure to the project phases of an HVAC system, including: inventory, evaluation, design, and layout. Many times I was given autonomy to complete these assigned tasks and did so successfully without supervision. In my work experience, I also gained skills as a site foreman, successfully delegating work for, and coordinating the schedules of, 10-12 employees. In addition, as site foreman, I successfully planned project installations and solved problems in a timely manner within the limits of a budget.

The opportunities your firm offers for a career in the design and consulting industry, as well as Gray and Postell's reputation for strong continued growth are two of the reasons I am applying for this position. I believe I will make a positive contribution as I work alongside some of the best professionals in the field on my path to attaining my Professional Engineer licensure.

Once you have the chance to review my résumé, I look forward to discussing the opportunity for employment. Thank you for your time and consideration.

Sincerely,

John D. Smith

John D. Smith

John D. Smith

125 Strand Road
Bozeman, MT 59717
406.555.2323
john.d.smith@gmail.com

OBJECTIVE

To obtain a Mechanical Engineering position with a firm specializing in HVAC system design and consulting which has a commitment to LEED certification projects.

EDUCATION

Bachelor of Science, Mechanical Engineering; Minor: Mathematics

Montana State University, Bozeman, MT

Expected Date of Graduation: December 20XX

Cumulative GPA: 3.65

FE Exam for Mechanical Engineers passed May 20XX

Professional Electives

Thermodynamics, Fluid Mechanics, Fundamentals of Heat Transfer, Thermal System Design, Refrigeration and HVAC

Software Skills

SolidWorks, MatLab, MathCAD, AutoCAD, Pro-E CREO, LabVIEW, ANSYS, NI modules, and MS Office Suite

Senior Design Project

Optical Table Moving Device

Quantel USA, Inc. Bozeman, MT

Aug 20XX – May 20XX

- Designed and constructed a device to move heavy optical tables efficiently and safely
- Generated and coordinated the drawing package using SolidWorks for team and client
- Collaborated with students from the electrical engineering and physics departments

RELATED WORK EXPERIENCE

Mechanical Engineering Intern

The Boeing Company, Renton, WA

May 20XX - August 20XX

- Worked in the Shared Services Group with an emphasis on building systems
- Collaborated on numerous projects requiring: small mechanical design, HVAC systems, and AutoCAD design and documentation
- Worked on a cross-functional design team to troubleshoot design issues

Teaching Assistant

Montana State University Mechanical Engineering Department, Bozeman, MT

Mechanics of Materials

August 20XX – December 20XX

- Graded assignments, facilitated study sessions, and tutored students as needed
- Became familiar with LEED certification process through an “independent study”

CAD Lab/ME Design Lab Assistant

Montana State University Mechanical Engineering Department, Bozeman, MT
Jan 20XX – May 20XX

- Recorded and analyzed data for kinematic project
- Revised SolidWorks drawings to evaluate limb performance

Job Site Foreman

Sparrow's Nursery & Landscaping, Bozeman, MT
May 20XX – August 20XX (summer months)

- Assisted with design and installation coordination of contracted projects
- Supervised and delegated daily assignment to a landscape crew of 7-10
- Provided quality control management to insure conformation with plans and specifications

PROFESSIONAL AFFILIATIONS

- MSU Chapter of Engineers Without Borders 20XX – 20XX
- MSU Chapter of Society of Automotive Engineers 20XX – 20XX
- MSU ME Chapter of American Society of Mechanical Engineers 20XX-20XX

COMMUNITY SERVICE/LEADERSHIP

Kenya Summer Project Member

Member - Engineers without Borders

Montana State University, Bozeman, MT
August 20XX – Present

- Built one latrine and three wells in Khwisero, Kenya in the summer of 20XX with three other EWB students and Kenyan community members

Co-Chair - Toys for Tots Drive

MSU Chapter - Society of Automotive Engineers (SAE)

Montana State University, Bozeman, MT
August 20XX – December 20XX

- Organized successful toy drive for Toys for Tots, serving 100 children in Bozeman
- Secured donations totaling \$1,000 from corporate sponsors to purchase toys

HONORS AND AWARDS

- Dean's List – MSU Fall 20XX – May 20XX
- MSU Mortar Board Inducted Spring 20XX
- Pi Tau Sigma Inducted Spring 20XX
- Alpha Lambda Delta Society Inducted Spring 20XX
- Eagle Scout June 20XX

References for John D. Smith

Dr. Vincent P. Newman, Ph.D., PE

Professor of Mechanical Engineering
Montana State University
P.O. Box 173800
Bozeman, MT 59717-3800
406-994-6060
vnewman@montana.edu

Mr. John P. Jones, PE

Mechanical & Structural Engineering Manager
The Boeing Company
1111 W. Mockingbird Ln.
Dallas, TX 75247
214-630-1526
john.p.johnes@boeing.com

Dr. Annabel Lewis, Ph.D., PE

Professor of Mechanical Engineering
Montana State University
P.O. Box 173800
Bozeman, MT 59717-3800
406-994-6268
alewis@montanta.com

Mr. Chris Sparrow

Owner / Former Employer
Sparrow's Nursery
3025 Mosshill Rd.
Bozeman, MT 59718
406-587-3508
chris@sparrownursery.com

Sample #2: Elementary Teaching Position

Note: We have underlined some key words that may be important for a cover letter, resume and the job interview.

Second Grade Classroom Teacher – Troy School District

Apply To: Ms. Robin Jones, Assistant to the Superintendent

E-Mail: troyschools@troyschooldistrict.com

Address: PO Box 001 Location: Troy, MT 59935

School Phone: 406-123-4567

Date Listed: 8/10/20XX

Job Title: EL01 - Elementary Self-contained

Starting Salary: \$29,725 to \$37,310 (depending upon experience and placement on salary schedule)

Closing Date: 8/20/20XX

Job Description: Second Grade Classroom Teacher

Applicant must be able to meet the qualifications for appropriate Montana Certification and Endorsement.

Supplementary Information:

Fill out on-line application at www.troymtk-12.us

Resume, letter of application, letters of recommendation, copy of transcripts and teaching certificate.

The Troy School District in the northwest corner of Montana stretches from the Idaho border to the west and to Canada to the north. Though surrounded by beautiful forested mountains, we are at the lowest elevation in Montana at 1,890 feet above sea level. Due to our low elevation, Troy has one of the mildest climates in the state with beautiful gardens and orchards in the area. With over 80% of our school district located adjacent to national forest, the recreational opportunities are endless. Some of the best hunting and fishing opportunities in the lower 48 states are available in the Troy area. The Kootenai River, holder of the world record rainbow trout, flows through the town of Troy and many other lakes and streams offer a variety of opportunities for bass, salmon, perch, and trout. The community of Troy is self sufficient in that we enjoy a movie theatre, bowling alley, two banks, two hardware stores, pharmacy, library, fitness center, grocery store, medical center, museum, tennis courts, weekly live entertainment and several dining facilities.

Get information about our region: <http://glacier.visitmt.com/>

For more information on our schools, visit our Web page: <http://www.troymtk-12.us>

(Sample #2)

Elizabeth R. Johnson

200 Black Ave.
Bozeman, MT 59715
406.555.9595
elizabeth.johnson@gmail.com

May 28, 20XX

Ms. Robin Jones
Assistant to the Superintendent
Troy Public Schools
404 West Main
Troy, MT 59876

Dear Ms. Jones,

I am writing to introduce myself as a prospective educator in the Troy Public Schools. As an energetic, detail oriented, and outgoing individual who thrives on problem solving, I have a passion for helping students achieve excellence. Your school district, and more importantly, the students, will benefit from having a teacher who exhibits compassion and understanding for each and every student, while still requiring academic excellence. A variety of classroom experiences with kindergarten through 5th grade students have made me comfortable working with many different age groups.

Recently, I completed my Bachelor's degree in Elementary Education at Montana State University. Outside of the traditional classroom setting, I worked with students in kindergarten through 12th grade, including those with special needs when I served as the choreographer for the Missoula's Children Theatre. During both my practicum and student teaching experiences, I used dance as an avenue for student learning and discovery. My commitment is to address state standards rigorously, build caring relationships in my classroom while making learning relevant and exciting, and utilizing multiple strategies, including the infusion of the arts and technology.

I am confident I will be an exceptional match for any elementary teaching position in the Troy Public Schools. With my boundless energy, enthusiasm, love for children, the arts, and commitment to the academic success of my students, I will make a positive contribution to the students, the Troy Public Schools, and the community. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Elizabeth R. Johnson

Elizabeth R. Johnson

Elizabeth R. Johnson

200 Black Ave.
Bozeman, MT 59715
406.555.9595
elizabeth.johnson@gmail.com

OBJECTIVE To become an outstanding elementary teacher, providing quality instruction, high-level learning and inspiration for my students.

EDUCATION

Bachelor of Science in Elementary Education, K-8

Montana State University, Bozeman, MT
Graduation Date: May 20XX
GPA: 3.9

Student Teaching Experience

Longfellow Elementary – 5th grade
Bozeman, MT
October 20XX – December 20XX

- Created a science unit bringing live animals into the classroom to teach taxonomy, caring for animals and nutrition
- Initiated digital pen pal writing with MSU students studying in Morocco
- Designed interactive lessons utilizing language apps on student iPads
- Included student comments on state reports utilizing Google Docs
- Incorporated dance and music into the study of American history

Practicum Experience

Belgrade Elementary School – 1st-3rd grade
Belgrade, MT
Chief Joseph Middle School - 6th grade
Bozeman, MT
September 20XX- November 20XX

- Observed numerous lessons, assisted with class management and assisted students struggling with reading and science skills

LICENSURE & CERTIFICATION

- Montana Class 2- Standard Education License (Applied for May 20XX)
- First Aid and CPR Certification
- Praxis Score: 540

PROFESSIONAL AFFILIATIONS

Association for Supervision and Curriculum Development (ASCD)
January 20XX-present

Montana Teachers' Association (student member)
November 20XX- present

RELEVANT WORK EXPERIENCE

Math Tutor

Private Instructor for 4th grade student
Smith Family
Bozeman, MT
February 20XX- present

- Formulated daily math problems relating to homework
- Demonstrated new concepts using real world examples
- Communicated regularly with parents and teachers

Dance Choreographer

Missoula, MT
March 20XX- August 20XX

- Instructed K-8th grade students in hip-hop and creative/modern dance
- Taught basic choreography to health instructors from community schools

Wetlands Bird Identification Instructor

Project WET
Bozeman, MT
March 20XX- January 20XX

- Instructed 1st grade students in wetland bird identification
- Guided students in nature journaling

ADDITIONAL EMPLOYMENT

Office Aide

AY Center for Student Success
Montana State University
Bozeman, MT
September 20XX- May 20XX

- Greeted clients in pleasant, professional manner
- Assisted with on-line scheduling of clients

HONORS AND AWARDS

- William Johnston Excellence in Education Scholarship /Fall 20XX- Spring 20XX
- Philanthropic Educ. Organization Grant for Continuing Education - Fall 20XX

VOLUNTEER / COMMUNITY SERVICE

Dance Workshop Presenter

Girls For A Change, Bozeman, MT
April 20XX- May 20XX

Mentor for Special Needs Middle School Student

Child Advancement Program (CAP), Bozeman, MT
January 20XX- June 20XX

PERSONAL INTERESTS

- Creative dance
- International travel
- Hiking / Camping

References for Elizabeth R. Johnson

Dr. Ingrid Newhouse, Ed.D. *

Professor of Education
Montana State University
P.O. Box 172400 Bozeman, MT 59717-2400
406-994-6060
inewhouse@montana.edu

Dr. Anna Littleton, Ed.D. *

Principal
Bozeman School District
P.O. Box 38001 Bozeman, MT 59764
406-821-7626
anna.littleton@bozemanschools.gov

Ms. Joanna P. James

Production Coordinator
The Missoula Children's Theatre
1111 S. Montana Ave., Missoula, MT 57247
406-630-1526
joanna.p.james@mct.org

Mr. David Davison

3rd Grade Teacher
Cooperating Teacher
Bozeman Elementary School
1052 Baxter Lane, Bozeman, MT 59718
406-586-8001
david.davison@bozemanschools.gov

*Reference letter available

Sample #3: Computer Science Position

Note: We have underlined some key words that may be important for a cover letter, resume and the job interview.

Computer Systems Intern Smart Technologies, Inc.

Position Information

Work Schedule: Monday- Friday/ Hours per Week: 35

Wage/ Salary: Negotiable/ DOE

Contact: Robert Taylor, VP- Human Resources

Role Synopsis:

Computer Systems Intern plays a critical role by delivering defined world-class, real-time operational services and infrastructure projects that SMART Technologies rely upon to support performance standards. This hands-on internship allows an opportunity to learn and develop skills and knowledge. Team Member will ensure all systems are properly operating while manning the helpdesk.

Key Accountabilities

- Perform data backups and disaster recovery operations
- Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components when necessary
- Configure, monitor, and maintain hardware, software, data, email applications and virus protection software
- Prepare and maintain documentation and reports concerning project specifications, activities, or status
- Manage anti-spam and anti-virus servers
- Schedule tasks in order to meet work priorities and goals
- Work collaboratively or independently solving ambiguous/undefined problems

Job Requirements

- Knowledge of computer hardware and software, including software applications and multitude of operating systems specifically of LAN and WAN
- Knowledge of principles and processes for providing customer service,
- Working knowledge of Windows and Linux operating systems including Windows AD, Hyper-V, Cloud Architecture, and VMware servers dedicated to file storage, printing, SQL databases, Information Server, Exchange Server and Terminal Servers
- Knowledge of common scripting languages or object-oriented design
- Strong interpersonal skills including the ability to work and communicate effectively

(Sample #3)

Susannah B. Franklin
Bozeman, MT 59715
406.404-4356
susbfranklin@gmail.com

April 4, 20XX

Mr. Robert Taylor
Vice President of Human Resources
SMART Technologies
1240 Professional Drive, Suite 1222
Bozeman, MT 59715

Dear Mr. Taylor,

Thank you for meeting me at the Montana State University Career Fair. I enjoyed learning more about your company and the work you undertake. After reviewing the internship posting, I am convinced more than ever that I am a great match for the position and am excited to formally apply. As my attached resume indicates, I will be completing a Bachelor of Science degree in Computer Science next year, have excelled in classes within my major, and have achieved a high GPA. My particular areas of focus align significantly with your needs, having balanced studies on the software side as well as the hardware side. I have also completed several compelling projects related to cloud computing architecture, a direction in which computer science is clearly headed.

In addition to my formal education, I am a “digital native”, having been connected to the various facets of computer science from an early age, with a keen interest in how technology works and how it can be improved for the end users. As a teenager I disassembled more than one computer, as curiosity is certainly a strong trait of mine!

Starting in high school and continuing through college I held several jobs that demonstrate a strong work ethic, a characteristic my current and former employers can verify. These positions required both attention to detail and positive customer service, which again, matches nicely with the type of person you are seeking for this internship.

I believe technology has the potential to remove barriers and expand access opportunities for all. These beliefs are in part why I chose to pursue a career in computer science. I am pleased to submit my application for this internship, as I am confident I can make a positive contribution to your company while continuing to grow professionally. Thank you for your consideration and I look forward to discussing this internship position with you.

Sincerely,

Susannah B. Franklin

Susannah B. Franklin

Susannah B. Franklin

Bozeman, MT 59715
406.404.4356
susbfranklin@gmail.com

OBJECTIVE

To obtain an internship that provides real world experience, which furthers my professional goal of becoming a skilled computer scientist, meeting the needs of the 21st Century.

EDUCATION

Bachelor of Science, Computer Science (Interdisciplinary Option)

Montana State University, Bozeman, MT
Expected Date of Graduation: May 20XX
Cumulative GPA: 3.91

Specific Skills: SQL database, HyperV, JavaScript and C++ programming, VMware servers, PHP, Robotics, all Microsoft Office functions

Sophomore Team Project: *Study of Streamline Bus Route Quality in Gallatin County*

Developed a tool to exam routes for efficiency as well as allow user end ratings through stakeholder-developed checklist.

RELEVANT WORK EXPERIENCE

Sales Representative / Technical Support

Apple Store, Spokane, WA

May 20XX - August 20XX

- Assisted customers at the Genius Counter with various technical issues and challenges
- Taught classes related to operational aspects of hardware and software
- Provided quality customer service in sales and service
- Demonstrated distinguished customer service that built relationships and ensured customer satisfaction.

Lead Technology Counselor

Big Sky Computer Camp, Big Sky, MT

May 20XX – August 20XX

- Instituted new high interest technical courses for students, age 8-18
- Coordinated complex schedules required by camp organizers
- Provided leadership and training to all student camp counselors
- Assisted in writing monthly newsletter distributed to parents and other interested parties
- Highly organized and able to multi-task in a fast-paced, ever-changing environment

ADDITIONAL EMPLOYMENT

Sales Associate

Mac Store, Bozeman, MT

October 20XX – April 20XX

- Assisted with technology sales and service at Apple Authorized store
- Provided general sales assistance as required throughout the store
- Problem-solved for customers via phone

Sales Associate

Montana State University Student Store, Bozeman, MT May 20XX – August 20XX

- Assisted with technology sales and service
- Monitored general sales employees throughout the store
- Facilitated training for new student workers

PROFESSIONAL AFFILIATIONS / CAMPUS LEADERSHIP

Vice-President: Association for Women in Computing

Montana State University, Bozeman, MT August 20XX – Present

- Developed new strategies for membership and club programming
- Increased membership by 10%

Recording Secretary: Society of Women Engineers

Montana State University, Bozeman, MT August 20XX – Present

- Developed agenda and recorded minutes for monthly team meetings

ATHLETIC ACHIEVEMENT/LEADERSHIP

Member – NCAA Division I – Varsity Tennis Team

Montana State University, Bozeman, MT January 20XX - Present

HONORS AND AWARDS

- Dean’s List – Montana State University Fall 20XX
- Scholarship Recipient / Oracle Fall 20XX
- National Society of Collegiate Scholars Inducted Spring 20XX
- Girl Scouts of America- Gold Award June 20XX

VOLUNTEER / COMMUNITY SERVICE

Dog Walker – Heart of the Valley Animal Shelter

Bozeman, MT October 20XX- Present

Volunteer – Community Cafe

Bozeman, MT December / 20XX / 20XX /20XX

- Created spreadsheet of all volunteer shifts and duties
- Designed spreadsheet for inventory of food supplies/donations

Manual Labor- Habitat for Humanity

Seattle, WA July 20XX

- Built homes for veterans in the newly developed Spring Creek area
- Used computer expertise to create spreadsheets detailing budget expenditures, labor cost equivalent, and inventory of materials

References for Susannah B. Franklin

Dr. Frank P. Marshall, Ph.D.

Professor of Computer Science
Montana State University
Bozeman, MT 59717-3800
406-994-8467
frank.marshall@montana.edu

Ms. Sherry Smith

Apple Store Manager
Spokane Park Mall
Spokane, WA 99205
509-497-2361
sherrysmith@apple.com

Dr. Harvey Miles, Ph.D.

Professor of Computer Science
Montana State University
Bozeman, MT 59717-3800
406-994-4397
hmiles@montana.edu

Mr. Steven Brown

Director
Heart of the Valley Animal Shelter
Bozeman, MT 59714
406-296-2368
swbrown@gmail.com

Sample #4: Film Production Position

Note: We have underlined some key words that may be important for a cover letter, resume, and the job interview.

Video Operations Technician

Seattle, WA

Reel Time Video Production

Full Time

Are you a technical thought leader? Excited by systems, processes, QC and technical efficiencies?
Are you interested in learning, evolving and growing as a video professional? We are seeking a full-time Video Operations Technician.

The successful candidate should be familiar with encoding processes and editing in a video pre and post-production environment. You will be expected to maintain a thorough working knowledge of digital video platforms, players and technologies as well acquiring new skills as needed. You will play a significant role in the entire lifespan of a job. Key responsibilities include, but are not limited to: Encoding and transcoding digital media files into multiple formats for edit, posting and delivery. • Familiarity with video encoding software including: Squeeze, Compressor, Adobe Media Encoder and Quicktime video exporting. • Knowledge of the following video codecs and formats: H.264, ProRes, Avid DNx, Animation, Mpeg 2/4, WMV, Quicktime, and M4V. • Full quality control on all video files for posting and delivery. •

Video and technical issues and solutions to clients, producers, technical staff and non-technical departments in a professional and patient manner. • Liaison to freelance videographers and production team on video technical best practices. • Ability to work with and edit HTML files. • Organization and maintenance of music and stock footage databases/libraries. • Work with VP, Operations to facilitate the daily operations of the graphics, edit and tech departments. The ideal candidate will possess the following qualifications: •

Bachelor's degree in TV/Film, Media Communications or Video Production/Post. • Macintosh and PC hardware and software troubleshooting experience. • Excellent verbal and written communication skills and an innovative and positive personality. • Creative, organized, punctual, self-managing, detail-oriented and comfortable working in a fast-paced environment. •

Flexibility with work hours which may include the ability to come in early, stay late and occasionally work on weekends. As a division within the largest independent content marketing agency in the Reel Time Video Production offers competitive compensation, full benefits, 401k, and opportunities for developing interesting, high profile work. Please submit a brief cover letter and resume.

Reel Time Productions
James Madison, VP of Operations
3267 Westlake Ave.
Seattle, WA 98109

(Sample #4)

Gia Coppola

345 West Olive Street • Bozeman, MT 59715 • 406.623-7789 • gcoppola23@gmail.com

May 10, 20XX

Mr. James Madison, VP of Operations
Reel Time Productions
3221 Westlake Ave.
Seattle, WA 98109

Dear Mr. Madison,

I am pleased to submit my resume for your consideration as I apply for the video technician position currently being advertised. I believe as you review my resume you will see I am a great match for the job responsibilities given my education and experience.

Having recently earned my Bachelor of Arts degree in film production at Montana State University, I am excited to move forward with my career. While I performed all aspects of film production, I particularly focused on encoding and video editing, utilizing the latest software, including those referenced in the job posting. Several of my projects extensively utilized Avid editing software as well as QuickTime video for exporting.

Working part-time in the PBS television station located on the MSU campus exposed me to real world production challenges. My references will attest to my ability to successfully prioritize multiple projects in a fast-paced working environment with overlapping deadlines and minimal supervision.

In addition to strong technical skills, I have an outgoing, positive personality, a strong Montana work ethic and excellent communication skills. Thank you for your consideration and I look forward to discussing this position with you in the near future.

Sincerely,

Gia Coppola

Gia Coppola

Gia Coppola

345 West Olive Street • Bozeman, MT 59715 • 406.623-7789 • gcoppola23@gmail.com
www.gcoppola.net

PROFILE STATEMENT

I am a creative individual with substantial encoding and editing experience utilizing state-of-the-art technology. As a patient problem-solver with an effective communication style, I work most effectively in a collaborative work environment. Professional strengths include attention to detail and organization while completing projects in a timely manner.

EDUCATION

Bachelor of Arts in Film; Minor: Business Administration

Montana State University, Bozeman, MT

Graduated: May 20XX (with honors)

Cumulative GPA: 3.97

SPECIFIC SKILLS

Cameras: Canon GL2/XL2, Panasonic DVX100A

Software: Adobe Media Encoder, QuickTime exporting, Squeeze, Compressor, Final Cut Pro, Avid Systems: MS Office Suite, Windows and Mac OS

STUDENT PROJECTS

Smells Like Teen Spirit (www.slts/youtube.com)

Film format

Writer, Director

Super 16mm, color, 7 minutes, 20XX

Audience Choice Award, Northwest Film Festival

No Rewind (www.norewind/youtube.com)

Digital format

Writer, Director

24p. 5 minutes, 20xx

Further from Farmville

Editing, sound production

Final Cut Pro X, 20XX

RELEVANT WORK EXPERIENCE

Assistant Video Technician

KUSM – Montana PBS, Bozeman, MT

January 20XX – Present

- Assist with all aspect of television production and scheduling
- Help coordinate set production, lighting, and sound as needed
- Conduct tours for students and other interested parties

Video/Production Intern
Blue Wolf Dynamics, Missoula, MT
May 20XX - August 20XX

- Assisted with editing and encoding video productions
- Maintained script inventory and DVD libraries
- Provided quality customer service in sales and service as needed

Movie Attendant
Big Sky Cinemas, Whitefish, MT
April 20XX – October 20XX

- Provided quality customer service ranging from ticket sales to concessions
- Assisted with digital camera set up and monitored as needed

PROFESSIONAL AFFILIATIONS / CAMPUS LEADERSHIP

President: Film Production Club
Montana State University, Bozeman, MT
August 20XX – May 20XX

- Organized weekly meetings and developed club strategy and vision
- Recruited new members through creative marketing campaigns
- Managed budget expenditures and yearly calendar of events

Member: National Alliance for Media Arts and Culture
Washington, DC
February 20XX – Present

VOLUNTEER / COMMUNITY SERVICE

Bozeman Senior Center
Bozeman, MT
October 20XX- Present

Haven (Domestic Abuse Intervention)
Bozeman, MT
December / 20XX / 20XX /20XX

HONORS AND AWARDS

Dean's List - MSU
Fall 20XX, Fall 20XX, Fall, 20XX

(Sample #5)

June 26, 20XX

Eric Jordan
3700 Sperry Lane
Bozeman, MT 59715
406.820.3361
ejordan23@gmail.com

Ms. Emma Payne
Director of Human Resources
Barrett Hospital
600 Hwy 91 South
Burlington, VT 05402

Dear Ms. Payne,

Please accept this letter of interest for a future nursing position at Barrett Hospital. Having grown up in Burlington, I am very aware of your reputation for excellence and would be honored to join your team and serve the residents of my home community.

As you can see from my attached resume, I recently completed the nursing program at Montana State University in Bozeman, MT. Throughout my clinical rotations and at my work at a memory care facility I was recognized for providing quality patient care and for possessing strong communication skills and a work ethic that always exceeded the basic requirements of the job.

My decision to go into healthcare was based on seeing first hand the importance of knowledgeable, patient focused care and my desire to give back to my community and to serve Vermont. I am excited to begin this new chapter of my life!

Should a nursing position open up I would very much appreciate being considered. I am confident that should I be selected you would look back on the decision as the right one for the community, the hospital and most importantly, for the patients you serve.

Thank you very much for your consideration.

Eric Jordan

Eric Jordan

ERIC JORDAN

3700 Sperry Lane • Bozeman, MT 59715 • ejordan23@gmail.com • (406) 820- 3361

OBJECTIVE

Energetic RN to work at Barrett Hospital, bringing excellent record of nursing education and training, hands-on internship experience, and outstanding interpersonal skills.

EDUCATION

Bachelor of Science, Nursing

Graduation: May 20XX

Montana State University, Bozeman, MT GPA 3.95

Certification and Licensure

BLS Certification/CNA Certification

Valid April 20XX

NCLEX Exam

Passed July 20XX

CLINICAL ROTATIONS

Big Sky Medical Center, Big Sky, MT

January-May 20XX

- Obtained and recorded patients' vital signs, intake, output, and blood glucose
- Followed isolation precautions and infection control procedures
- Gained experience with JP drains, abscess drains, nasogastric tubes, Foley Catheters

Fort Peck Indian Reservation, Fort Peck, MT

October 20XX

- Performed dental, vision, hearing, lice and nutrition screenings for 16 children ages 3-10 years. Educated same students on healthy eating habits and dental care
- Provided education on anaphylaxis, Epi-pens and CPR for 15 school staff members
- Led five maturation courses for 65 female students in grades 6-8

RELATED WORK EXPERIENCE

Certified Nursing Assistant

Spring Creek Inn Memory Facility, Bozeman, MT

20XX- 20XX

- Provided emotional/behavioral support for those with Dementia and Alzheimer's
- Followed Infection Control procedures
- Assisted patients with activities of daily living including feeding and mobility

ADDITIONAL WORK EXPERIENCE

Home Visitor, Early Head Start

20XX-20XX

Billings, MT

- Provided education for at-risk pregnant women to improve health outcomes
- Guided Families to achieve goals via assessment, action planning, and evaluation
- Linked families to community resources to promote family wellness

HONORS and AWARDS

- President's Honor Roll, MSU Fall 20XX

Spring 20XX

- Mary Kay Shevlin Nursing Scholarship

Fall 20XX

(Sample #6- Freshman Resume – Limited Experience)

JOSEPH WILSON

200 North Hedges Hall, Rm. 202
Bozeman, MT 59715
406.472-5439
jwilson@aol.com

OBJECTIVE

Seeking summer employment to help fund my college education while acquiring real world work experience.

EDUCATION

University Studies – Major: Undeclared
Montana State University, Bozeman MT
Expected Date of Graduation: May 20XX

Springwood High School, Golden, CO
Graduated June, 20XX, GPA: 3.24

EXPERIENCE

Family Farm, Golden CO 20XX- 20XX

- Performed various duties ranging from large animal care and feeding to assisting with machinery repair and upkeep
- Assisted with the showing and marketing of Angus and Hereford cattle

Childcare, Golden CO 20XX- 20XX

- Provided babysitting services for relatives and neighbors
- On-time and worked extra hours when needed

HIGH SCHOOL LEADERSHIP:

- Selected co-captain of wrestling team – senior year 20XX- 20XX
- Member of yearbook staff for three consecutive years 20XX- 20XX

YOUTH ORGANIZATIONS

4H of Golden Colorado, Active Member 20XX- 20XX
Church Youth Group, Active Member 20XX-20XX

VOLUNTEER / COMMUNITY SERVICE

Holiday Food Bank, Golden CO December 20XX and 20XX
Painting of Mexican Orphanage, Tijuana, Mexico April 20XX

PERSONAL INTERESTS

- Fitness training
- Skiing
- Animal Care

SECTION 6: DESCRIPTIVE WORDS

Use a variety of action verbs or descriptive word. Select words to better describe what you have accomplished or plan to accomplish.

Action Verbs, Qualifiers and Skill Areas: Achievement-oriented Action Verbs

accelerated	arrange	canceled	condense
accommodated	assemble	catalogue	conduct
accompanied	assess	caused	confer
accomplished	assign	chaired	conserve
achieved	assist	changed	considered
acquainted	assume	clarified	consign
acquired	assure	classified	consolidate
adapt	attached	cleared	construct
addressed	attained	closed	consult
adjust	audit	coach	contain
administer	augmented	collect	continued
advanced to	authored	combined	contract
advise	authorize	command	contrived
advocate	automated	commended	control
aid	awarded	commented	convert
allocate	balance	communicate	conveyed
alter	began	compared	coordinate
analyze	boosted	compile	corrected
answer	bought	compose	correlate
appeared	briefed	compute	correspond
apply	brought	computerized	corroborated
appointed	budget	conceived	counsel
appraise	built	conceptualized	counted
approve	calculate	concluded	create

credited	distinguished	exchanged	generate
critique	distribute	execute	governed
curtailed	diversified	exhibit	grade
cut	document	expanded	graduated
dealt	donated	expedited	granted
decided	doubled	experienced	grossed
decreased	draft	experimented	grouped
define	earned	explain	guaranteed
delegate	economized	explore	guide
deliver	edit	expressed	halved
demonstrate	educate	extend	handled
describe	eliminated	extract	headed (up)
design	employ	fabricate	help
detailed	emulate	facilitate	honed
determine	enable	familiarize	identify
develop	enact	fashion	illustrate
devise	encourage	file	implement
diagnose	endorsed	filled	improved
direct	engineered	finalize	improvise
discharged	enlarge	finance	incorporate
disclosed	enlist	focused	increased
discontinued	ensure	forecast	indexed
discovered	enter	formalize	indoctrinated
discussed	entrusted	formed	induce
dispatch	established	formulate	influenced
dispense	estimate	rounded	informed
display	examine	gather	initiate
disseminate	evaluate		innovate

inspect	log	officiate	programmed
inspire	make	opened	prohibited
install	maintain	operate	projected
instruct	manage	ordered	promote
insure	manufacture	organize	propose
integrate	market	originated	proved
intensify	mastered	outsold	provide
interpret	matched	overcame	publicize
interview	maximized	overhauled	purchase
introduced	measure	oversee	pursue
invented	mediate	participate	qualified
inventory	merge	perceived	quantified
invest	met	perfected	questioned
investigate	minimize	perform	ran
involved	modified	persuaded	rank
issue	moderated	piloted	rate
joined	modernize	pioneered	received
justify	modified	placed	recommend
keep	monitor	plan	reconcile
keynoted	motivate	played	record
launched	moved	prepare	recruit
learned	named	prescribe	redeemed
lease	negotiate	present	reduce
lecture	netted	preside	reference: regulate
led	nominated	prioritize	rehabilitate
licensed	notify	process	related
listed	observe	procure	remodel
locate	obtain	produce	

removed	serve	supervise	unified
renewed	serviced	supplement	update
reorganize	set	supply	upgrade
repair	shaped	surpassed	used
replaced	simplified	survey	utilize
replied	skilled	synthesize	validate
reported	sold	systemized	valued
represented	solidified	tabulate	verified
research	solve	tackled	vetoed
resolve	sort	targeted	visited
responded	sought	taught	widened
restore	sparked	teach	won
restructure	spearheaded	terminated	work
retain	specified	test	wrote
retrained	spoke	toured	wrought
retrieved	sponsored	track	<u>Qualifiers</u>
revamped	stabilized	train	ably
reversed	started	translate	actively
review	stimulated	transfer	adeptly
revised	streamlined	transform	advantageously
revitalized	strengthened	transmit	aggressively
satisfied	structured	transport	ambitiously
saved	studied	traveled	appropriately
scheduled	submitted	treated	artfully
schooled	substitute	trebled	authoritatively
screened	succeeded	trim	avidly
secured	suggest	turned	beneficially
select	summarize	uncovered	capably

competently	proficiently	audio-visual presentation	development
conclusively	profitably	bookkeeping	customer relations
consistently	progressively	budgeting	customer service
continually	rapidly	business communications	data processing
continuously	readily	business management	decorating
conveniently	relentlessly	career development	decision-making
cooperatively	resourcefully	case management	display
decisively	responsibly	classroom teaching & management	drafting
diligently	responsively	client services	editing
easily	routinely	communications	employee relations
effectively	satisfactorily	community organizing	environmental planning
effectually	securely	community relations	equipment maintenance
efficiently	serviceably	computer programming	expense reduction
effortlessly	significantly	computer skills	family counseling
expertly	skillfully	contracts & agreements	field research
faultlessly	strategically	coordination	film & video
favorably	substantially	corporate administration	financial planning
functionally	tactfully	cost analysis	food preparation
gainfully	uniformly	counseling	forecasting
handily	usefully	creativity	fund raising
influentially	<u>Skills & Skill Areas</u>	curriculum	grant writing
instructively	account management		graphic design & layout
masterfully	administration		group benefits
meaningfully	advertising		
notably	advocacy		
practically	analysis & evaluation		
principally			
professionally			

human service skills	merchandising	project development	retailing
inspection & maintenance	modeling	promotion & publicity	sales
interviewing	negotiation	public relations	statistical analysis
inventory control	office management	public service	supervision
investigation/research	operations research	public speaking	systems analysis
laboratory/field skills	organizational skills	publishing	teaching
labor relations	outreach	purchasing	technical skills
language interpreting	performing arts	quality control	technical writing
leadership	personnel training	qualitative skills	telecommunications
management analysis	photography	quantitative skills	testing
market research	policy making	real estate	training
marketing	presentation	records management	visual aids
math modeling	printing	recruiting	word processing
media	product development	reporting	writing
mediation	production	report writing	
	program design	resource development	

